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BOOK NUMBER

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Service
pt. Agr.

National Home Demonstration Leaders
Workshop - Purdue University

3

STATE

1948

HANDBOOKS AND GUIDES

FOR

COUNTY EXTENSION WORKERS //

28
ation of items of information from 27 State handbooks and guides for county
ion Agents by Madge J. Reess, Extension Service, U.S. Department of Agriculture

submitting handbooks and guides:

(For home demonstration agents)

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ork (For home demonstration agents)

Ohio (For home demonstration agents)

Oregon

Puerto Rico

South Carolina

South Carolina (For home demonstration agents)

South Dakota

Tennessee

Texas (For home demonstration agents)

Vermont

Virginia

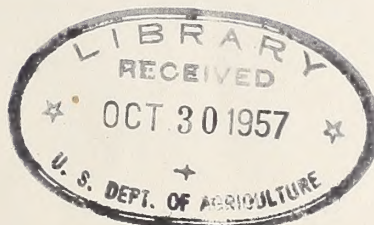
Washington

West Virginia

Wisconsin (For home demonstration agents)

Wyoming

Illinois



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OBJECTIVES AND PURPOSES

History and philosophy of Extension Work.
 Objectives as expressed in legislative acts.
 Overall objectives.
 Immediate and long-time objectives.
 Purpose of the Cooperative Extension Work.
 Subject Objectives.
 Principles in adult education.
 Principles in education for youth.

LAWS GOVERNING EXTENSION SERVICE

Federal, State and Local.
 Memoranda of Agreements.

TITLES AND RESPONSIBILITIES OF EXTENSION PERSONNEL

State administrative staff.
 State supervisory staff.
 State extension specialists.
 Editorial staff.
 County Extension Agents.
 County secretarial and clerical assistants.
 Characteristics of successful extension workers.
 Minimum requirements for extension workers.
 Extension workers' code of ethics.
 Scheduling of agents' time.
 County plans of work.
 Professional standing of agents.
 Assistance available by State Agricultural College Departments.

PRIVILEGES AND RESTRICTIONS

State of penalty calling privilege.
 Leave - sick and annual.
 Leave for study.
 Holidays.
 Retirement benefits, State and Federal.
 Compensation for injury and disability.
 Employees Compensation.
 Automobile liability insurance.
 Physicians and hospitals available to Employees of U.S. Government injured
 in performance of duty.
 Policy for attendance at meetings.
 Use of extension library.
 Policies and procedures to follow in emergencies and disasters.
 Restrictions - political and lobbying.

RELATIONSHIPS

Governmental relationships - Federal and State; State and county; Extension services and other College Departments.

Within State staff.

Within county staff.

Other governmental agencies.

Business organizations.

Commercial concerns.

Civic organizations.

Educational and church organizations.

OFFICE MANAGEMENT

Selection and development of stenographic and secretarial assistance.

Handling of mail.

Proper use of telephone.

How to take care of office calls.

Office hours.

Office signs.

Office arrangement and appearance.

Physical facilities.

The filing system.

RECORDS AND REPORTS

Essentials of good reports - weekly, monthly, annual.

Statistical reports.

Permanent records.

Daily office records.

Office bookkeeping.

County budget.

Withholding tax.

Gas exemptions.

Official travel authorization.

Use of official car.

Use of personal car for official business.

Travel accounts.

Utility maps.

Equipment inventory.

Filing lists.

USE SHEETS

Self-checking sheets for agents (Check on ourselves)
Criteria for evaluating effectiveness of county extension program.
Score card for method demonstration meetings.
Score card for news articles.
Score card for circular letters.

MISCELLANEOUS ITEMS

Parliamentary procedures at meetings.
Bookshelf list.
Facilities at college.
Extension Personnel lists.
Date maps locating extension agents.
Extension terminology.
Some dates to remember.

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